

# Agenda Item Form

Agenda Date: 07/07/04

*ADW*

Districts Affected: All

Dept. Head/Contact Information: Police Department, Interim Deputy Chief, Paul Cross, (915) 564-7039

## Type of Agenda Item:

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Resolution            | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements       | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use     | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements            | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input type="checkbox"/> Other _____                      |   |  |

## Funding Source:

- ☒ General Fund  
☐ Grant (duration of funds: \_\_\_\_\_ Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

- ☒ Legal Review Required      Attorney Assigned (please scroll down): Lupe Cuellar      ☒ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

The principal purpose of revising the current job classes (Police Trainee, Police Officer, Police Detective, Police Sergeant, Police Lieutenant, Police Commander, Police Deputy Chief, and Police Assistant Chief) were to define a logical progression of minimum qualifying education and experience levels in the Police Administration series. These revisions will also modernize the descriptions for all ranks to reflect the changes in strategy that now emphasize community policing and the organization of the department while more definitively summarizing aspects of the nature, scope and difficulty of the functional accountabilities that have been and continue to be inherent in each rank.

It was necessary to create a Certified Police Trainee job class in order to broaden the pool of applicants, entering the Police Academy, by enabling the hiring of persons who have already earned a Basic Peace Officer license issued by the Texas Commission on Law Enforcement Officer Standards and Education.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary and benefits

## Statutory or Citizen Concerns:

None anticipated

## Departmental Concerns:

None anticipated

2004 JUL 07 PM 2 52  
CITY OF TEXAS DEPARTMENT

## RESOLUTION

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Police Sergeant** is hereby revised as specified in the duties and responsibilities attached hereto. The Code will remain **7561**. The Grade shall be **P4**.

**PASSED AND APPROVED this 7<sup>th</sup> day of July, 2004.**

THE CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Guadalupe Cuellar  
Deputy City Attorney

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Terry A. Bond  
Human Resources Director

APPROVED BY THE CIVIL  
SERVICE COMMISSION:

Date: June 24, 2004

By: Terry A. Bond  
Secretary

# Human Resources Department

MEMO

5A-I

To: Civil Service Commission  
Thru: Terry Bond, Human Resources Director *TB*  
From: Classification and Compensation Manager *JB*  
Date: June 18, 2004

Subject: New and Revised Job Classes

Human Resources recommends Commission approval of these classification actions. The proposed revised and strike through job specifications describing the positions listed below are attached.

<u>Status</u>	<u>Title</u>	<u>Code</u>	<u>Grade</u>
NEW JOB CLASS			
A. <u>Proposed</u>	CERTIFIED POLICE TRAINEE	7540	GS 19
REVISED JOB CLASSES			
B. <u>Official:</u>	Police Trainee	7541	GS 16
<u>Proposed</u>	Same	Same	Same
C. <u>Official:</u>	Police Officer	7542	P1-P3
<u>Proposed</u>	Same	Same	Same
D. <u>Official:</u>	Police Detective	7551	P2
<u>Proposed</u>	Same	Same	P2-P3
E. <u>Official:</u>	Police Sergeant	7561	P4
<u>Proposed</u>	Same	Same	Same
F. <u>Official:</u>	Police Lieutenant	7562	P5
<u>Proposed</u>	Same	Same	Same
G. <u>Official:</u>	Police Captain	7563	P6
<u>Proposed</u>	POLICE COMMANDER	Same	Same
H. <u>Official:</u>	Police Deputy Chief	7566	P7
<u>Proposed</u>	Same	Same	Same
I. <u>Official:</u>	Police Assistant Chief	7567	P8
<u>Proposed</u>	Same	Same	Same

Addition and updating of the subject job specifications was requested by the City Administration and the Police Chief.

The primary purpose of creating the new job class (Item A.) is to broaden the pool of applicants entering the City of El Paso Police Department Academy by enabling the hiring of persons who have already earned a Basic Peace Officer license issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE). These certified individuals would only be required to complete the final component of the academy training curriculum that pertains to departmental indoctrination and that applies previously acquired fundamental knowledge, abilities and skills to specific local problems and conditions in accordance with approved law enforcement and community policing standards and procedures.

The principal purposes of revising the current job classes (Items B. through I., inclusive) were, first, to define a logical progression of minimum qualifying education and experience levels in the Police Administration series. This included setting these applicant standards to be comparable to

Public Safety BranchGroup  
 Police Group  
 Police Administration SeriesSeries

POLICE SERGEANT

02/8306/04 (JAS)

**General Purpose**CHARACTERISTICS OF THE CLASS:

Under general supervision, performs ~~first level supervisory commissioned supervisory police law enforcement workfunctions involving including those of an operational or administrative or operational dutiesnature as required. ; and performs related work as required.~~

**Typical Duties**EXAMPLES OF DUTIES:

Plan, organize, Supervisedirects the and control day-to-day field or station activities of an assigned uniformed officer, detective or police support unit on a designated shift. Involves: Oversee, personally perform or assist with security patrol, traffic safety, emergency response, crime investigation, subject field operation of identification, academy training or other customary law enforcement work in response to calls or as otherwise assigned. the uniform division; initiates Initiate appropriate police action to deal with complaints. Develop, arrange for and inform supervisors of individual tactical matters such as equipment to be used for particular operations, deployment of personnel in response to incidents, or details of standard and new approaches to investigation problems.; Review case files and police reports of subordinate officers to ensure actions conform to Federal, State, County, and City laws and ordinances. Oversee or conduct interviews of victims, witnesses and suspects, collection of clues, leads and tips, documentation of crime or event scenes, preservation of evidence, bookings and searching of prisoners brought to the station, and preparation of cases for court.; investigates and supervises investigation of crimes; acts as a detective division desk sergeant; assists with the training Give testimony at trials and hearings. of police personnel; interprets departmental policies, rules and regulations to employees and the publicemployees; Advise and assist police personnel in other units and other law enforcement agencies to collaborate in investigations, emergencies and other unit functions as well as confer with the public, court and City officials regarding performance of assigned police activities. advises and assists subordinate personnel in law enforcement; periodically patrols Conduct assigned areas periodic unit inspections and recommend improvements to ensure acceptability of facility conditions, adequacy of equipment operations, and availability of weapons and supplies.to inspect the work of patrol officers; prepares proper records of events that occur during shifts; acts for superior officers as required; supervises the work of the identification bureau on shifts.

Perform, as qualified, technically difficult or uncommon uniformed Police Officer or Police Detective functions necessitating adroit application of established procedures and approved techniques to solve intricate tactical problems and criminal cases, or serve in such a position as back up when required. Involves: Engage in assigned municipal law and ordinance enforcement and crime prevention duties which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents. Provide technical police services such as conducting skilled investigations, first level identification analyses or community relations programs.

Supervise assigned police officers and civilian support staff. Involves: Conduct roll calls, schedule work, assign duties and coordinate shift changes. Issue written and oral instructions, and check work for exactness, neatness and conformance to policies and procedures. Guide subordinates to overcome difficulties encountered in performing duties. Evaluate subordinates' performance. Coach and arrange for or conduct training and development activities. Enforce personnel rules and regulations, standards of conduct, work attendance, appearance and safe working practices. Maintain supervisor-subordinate harmony and resolve disputes or grievances as delegated.. Recommend commendations or discipline, and employee status changes. Interview applicants and recommend selection.

Perform related duties as required. Involves: Act on behalf of superior officers in their absence, if assigned. Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Schedule and conduct meetings. Assist with administration by gathering and compiling data used to evaluate and develop department programs, policies and procedures, and to prepare and monitor department budget affecting unit for which accountable, as requested. Prepare and submit daily unit activity and other written reports to superior officers, and maintain complete and accurate records of events that occur during shifts. Maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventive

servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for own professional development. Serve on designated ad hoc committees.

#### **MINIMUM QUALIFICATIONS:**

~~Training and Experience: Four years of experience as a commissioned police officer with the El Paso Police Department in any rank below sergeant.~~

#### **Knowledge, Abilities and Skills:**

- Considerable knowledge of modern law enforcement and crime prevention principles and methods.
- Considerable knowledge of policies, rules and regulations of Police Department; considerable knowledge of City's geography; ~~g~~Considerable knowledge of pertinent federal, state and local laws, City ordinances and codes, including rules for securing, handling and preserving evidence, and legally accepted practices for making arrests and protecting prisoners' rights. arrest procedures; good knowledge of the rights
- Considerable knowledge of Police Department operational and administrative policies, procedures and organization, and limits of its authority.
- Good knowledge of community policing, including public relations techniques and awareness of cultural differences.
- Good knowledge of City geography and locations of important buildings.
- Some knowledge of supervisory techniques, office management practices, and governmental budgeting, fiscal and personnel administration procedures. ~~of prisoners; good knowledge of rules of evidence.~~
- Ability to establish rapport and maintain effective working relationships with subordinates, peers, supervisors, officials, other departments and agencies, and the public in order to enforce the law and prevent crime with firmness, tact and impartiality when confronted by hostile, injured and distraught individuals and groups.
- Ability to communicate persuasively and effectively, orally and in writing, in order to clearly and concisely articulate complex facts and relationships in legible detail and summary reports and records, objective and professional court testimony, in Ability to work with and for the general public; following and giving instructions, and in conducting training.
- Ability to comprehend and analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions in applying modern police principles and methods.
- ability to exercise good judgment in evaluating situations and making decisions; ability to keep accurate records and make reports; ~~a~~Ability to plan, assign, supervise direct and inspect the work of subordinates firmly and impartially.
- Skill in safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices, and other City facilities and property, as required.
- Skill in safe operation and care of a motor vehicle.
- Skill in safe operation and care of a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software.
- Skill in rendering First Aid to injured or ill persons as first responder to accidents, crime scenes and other emergencies.

#### **Other Job Characteristics**

- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Subject to being called at any time for emergency duties.
- Occasional vigorous physical demands common to duties of a Police Officer.

Skill in the application of modern methods, practices and procedures of police work and in the care and use of pertinent facilities and equipment; skill in the use of firearms; skill in the operation of a motor vehicle. **Minimum Qualifications:**

**Education and Experience:** Equivalent to a combination of an accredited Associate's degree or sixty (60) semester credit hours toward an accredited Bachelor's degree in Police Sciences, Law Enforcement, Criminal Justice, Business or Public Administration or a related field, or a Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) Intermediate Certificate, plus four (4) years of experience as a commissioned police officer with the El Paso Police Department in any rank below Police Sergeant.

**Licenses and Certificates:**

- Basic Peace Officer license issued by TCLEOSE in compliance with state statute by time of appointment.
- Texas Class "C" Driver's License or equivalent from another state by time of appointment.

Human Resources Director of Personnel

Department Head Police Chief

Public Safety Branch  
Police Group  
Police Administration Series

POLICE SERGEANT

06/04 (JAS)

**General Purpose:**

Under general supervision, perform first level supervisory commissioned law enforcement functions including those of an operational or administrative nature as required.

**Typical Duties**

Plan, organize, direct and control day-to-day field or station activities of an assigned uniformed officer, detective or police support unit on a designated shift. Involves: Oversee, personally perform or assist with security patrol, traffic safety, emergency response, crime investigation, subject identification, academy training or other customary law enforcement work in response to calls or as otherwise assigned. Initiate appropriate police action to deal with complaints. Develop, arrange for and inform supervisors of individual tactical matters such as equipment to be used for particular operations, deployment of personnel in response to incidents, or details of standard and new approaches to investigation problems. Review case files and police reports of subordinate officers to ensure actions conform to Federal, State, County, and City laws and ordinances. Oversee or conduct interviews of victims, witnesses and suspects, collection of clues, leads and tips, documentation of crime or event scenes, preservation of evidence, booking and searching of prisoners brought to station, and preparation of cases for court. Give testimony at trials and hearings. Interpret department policies, rules and regulations to employees and the public. Advise and assist police personnel in other units and other law enforcement agencies to collaborate in investigations, emergencies and other unit functions as well as confer with the public, court and City officials regarding performance of assigned police activities. Conduct periodic unit inspections and recommend improvements to ensure acceptability of facility conditions, adequacy of equipment operations, and availability of weapons and supplies.

Perform, as qualified, technically difficult or uncommon uniformed Police Officer or Police Detective functions necessitating adroit application of established procedures and approved techniques to solve intricate tactical problems and criminal cases, or serve in such a position as back up when required. Involves: Engage in assigned municipal law and ordinance enforcement and crime prevention duties which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents. Provide technical police services such as conducting skilled investigations, first level identification analyses or community relations programs.

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**Knowledge, Abilities and Skills:**

- Considerable knowledge of modern law enforcement and crime prevention principles and methods.
- Considerable knowledge of pertinent federal, state and local laws, city ordinances and codes, including rules for securing, handling and preserving evidence, and legally accepted practices for making arrests and protecting prisoners' rights.
- Considerable knowledge of Police Department operational and administrative policies, procedures and organization, and limits of its authority.

- Good knowledge of community policing, including public relations techniques and awareness of cultural differences.
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- Some knowledge of supervisory techniques, office management practices, and governmental budgeting, fiscal and personnel administration procedures.
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- Ability to comprehend and analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions in applying modern police principles and methods.
- Ability to plan, assign, direct and inspect work of subordinates firmly and impartially.
- Skill in safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices, and other City facilities and property, as required.
- Skill in safe operation and care of a motor vehicle.
- Skill in safe operation and care of a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software.
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**Other Job Characteristics**

- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
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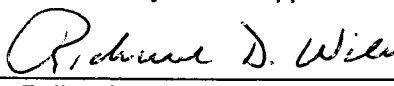
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Human Resources Director

  
Police Chief